

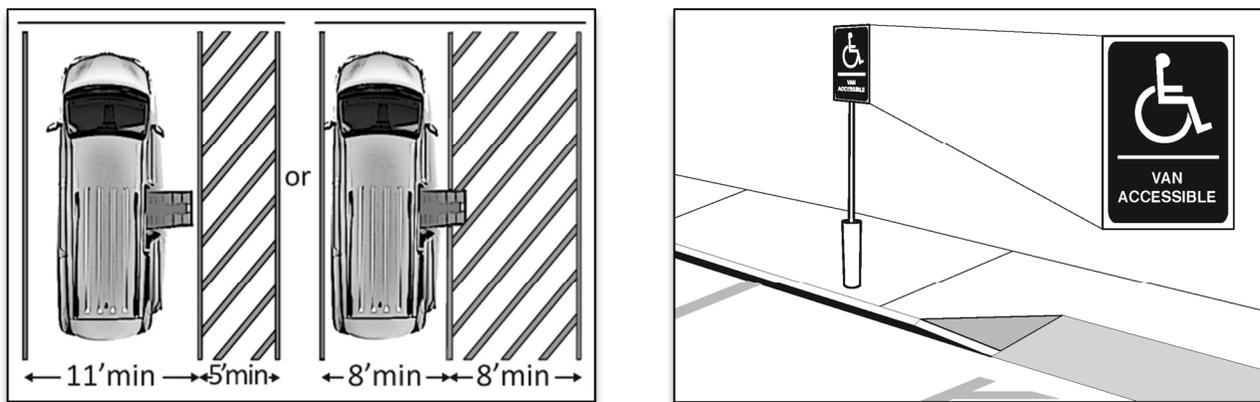
Accessible Voting: Polling Place Set-Up Guide

All eligible voters in the State of Wisconsin should be afforded the opportunity on Election Day to cast their ballot both privately and independently. This guide provides basic information for setting up a polling place to allow voters with disabilities to participate in the election process without necessary assistance. Polling place accessibility begins in the parking area and continues along any route a voter with a disability would have to travel to gain access to the voting area. The voting area should be organized with accessibility concerns in mind and any barriers to voting should be eliminated or minimized.

Parking:

The Americans with Disabilities Act (ADA) requires each polling location to have at least one van-accessible parking space available. A van-accessible parking space is defined as being at least 8 feet wide with an 8 foot wide marked accessible aisle or loading area. An acceptable van-accessible space can also be 11 feet wide with a 5 foot wide accessible aisle.

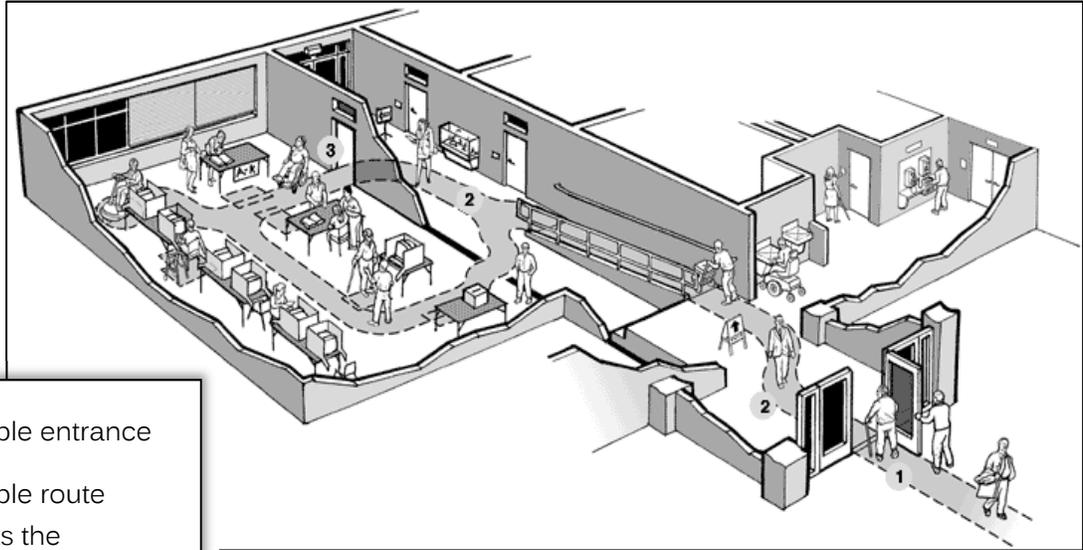
Each van-accessible space should also be marked with proper signage stating it is "Van Accessible" and bearing the universal sign of accessibility.



In addition to the van-accessible parking space, a facility where a polling place is located may be required to have additional regular accessible parking spaces. The number of required accessible spaces is determined by the number of total parking spaces in the parking area.

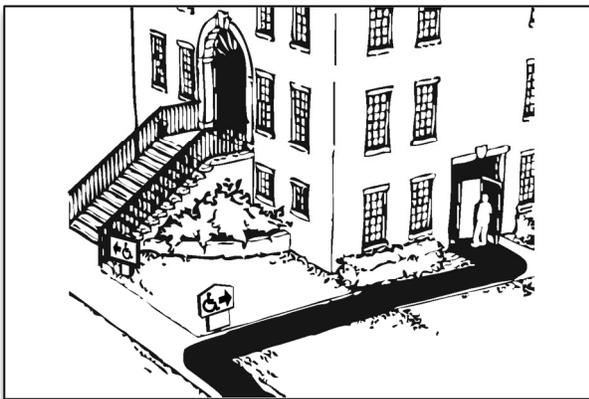
Total Spaces	Accessible Spaces
1 - 25	1
26 - 50	2
51 - 75	3
76 - 100	4

Pathways:



1. Accessible entrance
2. Accessible route connects the accessible entrance with the voting area.
3. Accessible door to the voting area

The accessible pathway is the route a voter with a disability would use to travel from the accessible parking area to the accessible entrance. In many cases, the accessible entrance will also be the main entrance to the facility and all voters will use the same pathway to reach that entrance. However, if the accessible entrance is not the same as the main entrance, large print signs must be used to direct voters with disabilities to pathway for the accessible entrance.

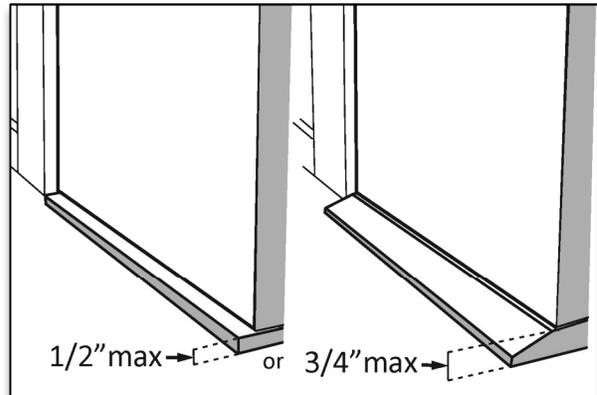
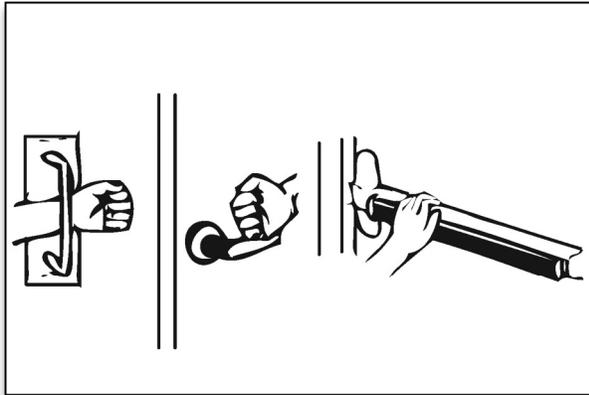


Entrance:

The accessible entrance is the entrance a voter with a disability would use to gain access to a polling place on Election Day and should be marked with the universal symbol of accessibility. Accessible entrances should be at least 32 inches wide to accommodate a voter in a wheelchair

and have door hardware that is no higher than 48 inches high. Door hardware should be operable with one hand and should not require tight grasping, twisting, or pinching of the wrist. Levers, loops, and push operated hardware are good examples of accessible hardware while a twist-operated door knob is not. If a polling location does not have proper hardware on the accessible entrance an electronic feature, such as a wireless doorbell, can be used on Election Day to ensure voters with disabilities have proper access to the facility.

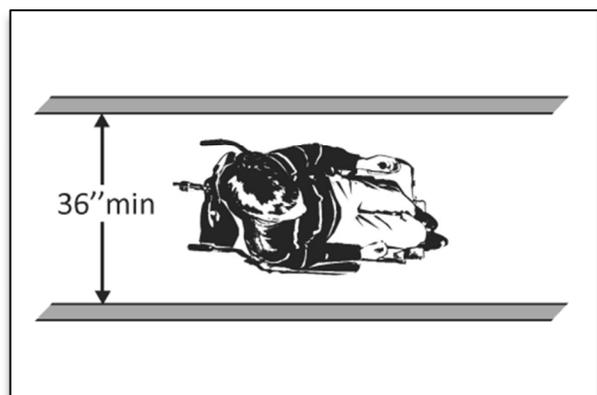
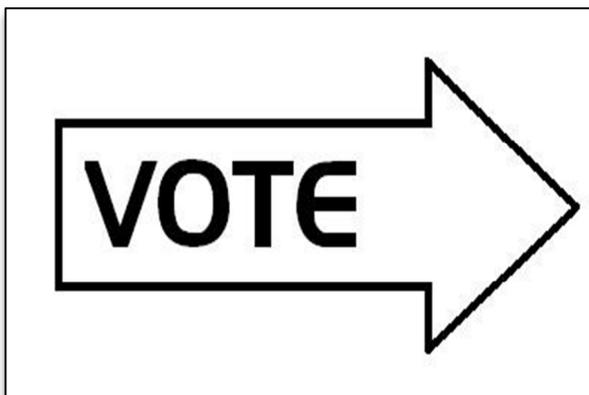
In addition, the threshold of the accessible entrance should have a height of $\frac{1}{2}$ inch or less or $\frac{3}{4}$ inch if the threshold is beveled. If the threshold is higher than $\frac{1}{2}$ inch and not beveled a threshold ramp should be used for Election Day.



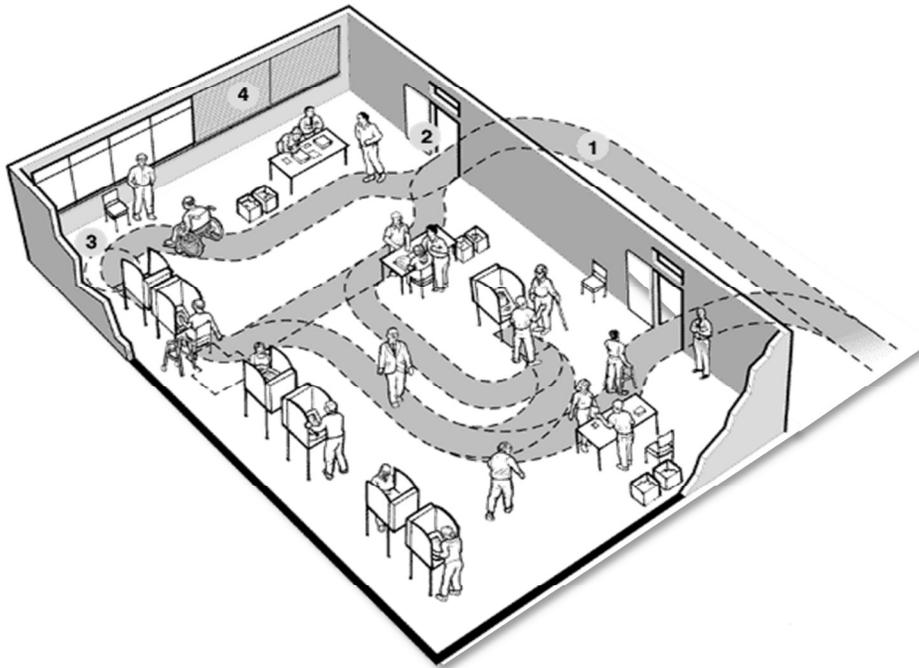
Interior Corridors:

Many voting areas are located directly inside the accessible entrance of the polling place. If a voter would have to navigate a hallway or corridor to reach the voting area from the accessible entrance, the path of travel should be marked with large print signs. In addition, those hallways or corridors should be at least 36 inches in width. If the voting area is not on the main floor of the building, an elevator or wheelchair lift should be available and operational on Election Day.

Interior corridors should also be free from hazards that protrude more than 4 inches into the path and are between 27 and 80 inches in height, such as trash cans and tables. Permanent obstacles, such as drinking fountains and display cases, should be marked with a cane-detectable warning object, such as a traffic cone, so a voter with a visual impairment can safely navigate the corridor.

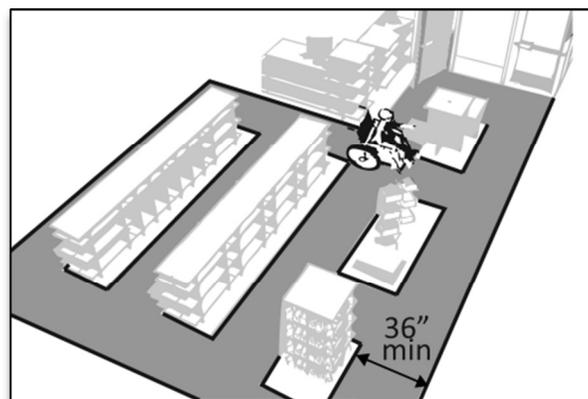


Voting Area:



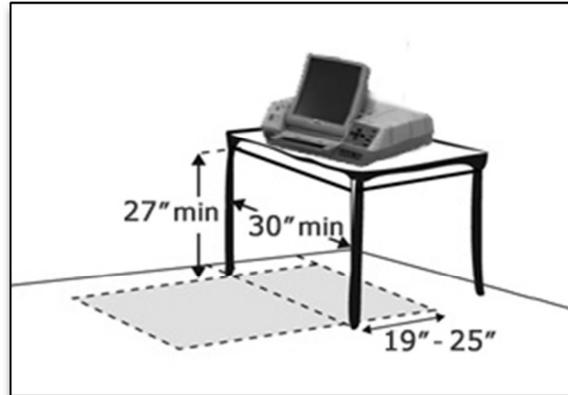
1. Accessible route connects the building entrance with the voting area, including voter check-in and accessible voting machine.
2. Accessible door or doorway to voting area.
3. Turning space at accessible voting machine.
4. Blinds closed on windows behind check-in so voters who read lips can communicate with the voting staff.

The voting area of a polling place should be set up so a person with a disability can navigate the space without assistance and vote a ballot privately and independently. This means all pathways within the voting area should be at least 36 inches wide and there should be, at minimum, a 5 X 5 space so an individual using a wheelchair can turn around with ease. In addition, all required forms and notices should be posted in 18 point font to assist voters with visual impairments.

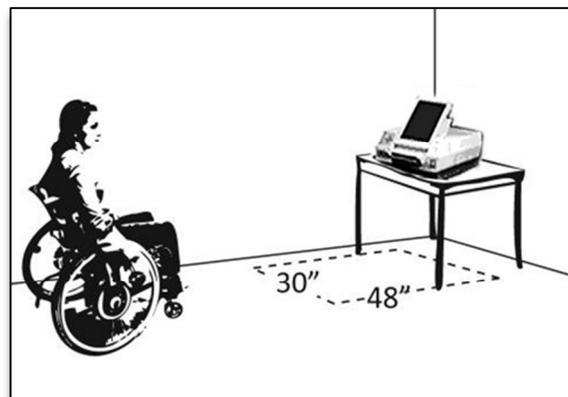


Each polling place is required to have a booth or table present where a voter with a disability can cast a paper ballot. The booth or table should meet minimum ADA requirements, meaning the entrance should be at least 30 inches wide and the knee/toe clearance from the front to the back

of the booth or table is at least 19 inches. In addition, the height from the underside of the booth or table to the floor should be at least 27 inches. The booth or table should be positioned to ensure privacy and a privacy screen is commonly used for this purpose.



The Help America Vote Act of 2002 mandates each polling place have accessible voting equipment available for voters. Accessible voting equipment must be set up, powered on and functioning properly for each Election Day. The accessible voting equipment should be set up on a table or stand that meets the same ADA requirements as the booth or table where a voter can cast a paper ballot. The machine should also be positioned to ensure voter privacy. Voting areas should be set up with 30X48 inches of clear floor space in front of the voting machine so a voter in wheelchair can access the machine without assistance.



This guide is intended to provide an overview of how accessibility concerns interact with how a polling place is organized. Polling places throughout Wisconsin are located in a variety of municipal and private buildings and many voting areas present unique accessibility challenges. If a polling place is located in a building that is not owned by your municipality, a temporary solution on Election Day may be the best option for fixing an accessibility concern. If you are unsure of how to incorporate these standards into your polling place set up, you can contact the Government Accountability Board and we can work with you to ensure your polling place is in compliance.